

**APPENDIX U
LETTER REQUEST FOR FRG ACTIVITY
(EXAMPLE)**

(Unit Letterhead)

(Office Symbol) (608)

DATE

MEMORANDUM FOR Arizona National Guard, ATTN: AZAA-PRF, 5635 East McDowell
Road, Phoenix, Arizona 85008-3495

SUBJECT: Approval for a Special Family Readiness Group (FRG) Activity

1. Our unit Family Readiness Group is an officially sanctioned organization that serves the needs of our families.

2. A Family Readiness Group bank account has been set up, with an Employer Identification Number (EIN).

3. The Family Readiness Group account has been operated and maintained in a manner consistent with Army Regulation 210-1 guidelines or Air Force guidelines as appropriate, with special care given to not allow the account balance to exceed \$1,000.00, with written exception to policy, as noted in paragraph 5, below.

3. At this time, our Family Readiness Group has planned a special activity

_____, and that special
activity is planned to take place on _____,
for the purpose of _____.
All funds raised for this special activity will be dispersed within _____ days of stated activity.

5. I have determined that this special activity is worthwhile as an exceptional program of support for the families of our unit, and therefore, grant my approval to temporarily exceed a balance of \$1,000.00 for this one-time special activity.

Commander's Signature Block

CF:
Unit POC
FRG Chairperson
FRG Treasurer
FRG Secretary